

## Instructions for GROUNDWATER MONITORING FORMS

The Groundwater Monitoring Form is divided into three sections. The first section is facility information, reporting period and a "For DNR Use Only" box. The second section is for reporting well information, monitoring results and sample QA/QC information. The third section contains three information boxes: Summary of Laboratories Used in the Above Monitoring, General Remarks (for operator comments concerning any matter other than quality control) and Laboratory Quality Control Comments. Language regarding the legal requirement to submit this form, possible uses of the data provided, a truthful reporting statement and a signature block are also in section three.

**Facility Information** - If there are changes to the facility information (address, contact name/title, etc.) cross out the outdated information, write in the corrected information, and initial the changes.

**Reporting Period** - You are responsible for monitoring in the months stated in your permit even though the form reporting period may cover an entire quarter. This form should only be used to report information collected during the reporting period shown on the form (**do not cross out the reporting period shown and do not use the form for another reporting period**). If you have not received a monitoring form by the beginning of a report period or, if you need replacement forms, notify your DNR representative. Please note that any groundwater monitoring done, that is not required by your WPDES permit, should be reported on a "blank" Groundwater Monitoring Form - if you need blank Groundwater Monitoring Forms, notify your DNR representative.

**"For DNR Use Only" box** - Do not change information printed in "For DNR Use Only" box. If you have a concern about information in this box, either call your DNR representative or note in the General Remarks area.

### **Well Information, Monitoring Results and QA/QC Information:**

**Well Information** - Report well pipetop (casing top) elevation to the nearest .01 foot Mean Sea Level (MSL) and whether the well was broken, frozen or dry (check the appropriate box and describe in the General Remarks area).

**Abandoned Well** - If well has been abandoned, indicate date abandoned and by whom in "Abandoned Well" box.

**Sample Information/Monitoring Results** - If this form does not appear to list the monitoring requirements and/or PAL/ES limitations specified in your permit, contact your DNR representative. You are required to monitor and report in accordance with the conditions of your permit.

- Report "Date Sample Taken" using MM/DD/YYYY format. Indicate if sample has: odor, color or turbidity.
- When no monitoring has been performed for a parameter, the entire row should be left blank.
- Report monitoring results in the units shown on the form (note: data will be considered to be in error if reported in any other unit - contact your DNR representative if you believe a change to the form is necessary).
- Report Depth to Groundwater measurements to the nearest .01 foot (divide measured inches by 12 to convert to decimal format and round to nearest .01 foot).
- LOD and LOQ do not need to be reported for parameters on the list titled "Parameters For Which LOD/LOQ Need Not Be Reported". You must report LOD and LOQ for all other parameters. If you contract out your lab work, this information should be provided by the lab. If testing is performed on-site and you have questions regarding determining LOD/LOQ, contact your Lab Certification Officer or DNR representative.
- When a sample result is no detect, or less than the limit of detection (LOD), report as: < value of LOD. For example: if the lab reports no detect and a LOD value of 0.02, report ≤0.02 as the Sample Value.

- Provide the nine-digit laboratory certification no. **for each parameter** that must be monitored by a certified or registered laboratory.

**Additional Information Boxes:**

The “Summary of Laboratories Used in the Above Monitoring” section must be completed, including the Lab Certification No. and the Lab Name. Fill in who collected the sample and what organization they represent. The “General Remarks” box should be used to relay any information other than QA/QC comments. QA/QC comments should be placed in the “Laboratory Quality Control Comments” box.

**Form Distribution and Return:**

Sign and date your Groundwater Monitoring Form. Make two copies of the completed and signed form. Keep one copy for your records. Send the original form and one copy, by the due date listed on the first page of the form, to the DNR address listed on the last page of the form.

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